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2 DEC 1985

ADPP 234-85

MEMORANDUM FOR: Deputy Director for Administration

FROM: Allen R. Elkins  
Director of Finance

SUBJECT: FY 85 Accomplishments

The attached list of FY 85 accomplishments for the Office of Finance  
is forwarded in response to your reference request.



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Allen R. Elkins

Attachment



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## S E C R E T

## OFFICE OF FINANCE ACCOMPLISHMENTS - FY 1985

1. STATUS OF ONGOING SYSTEMS DEVELOPMENT EFFORTS

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b. Budget and Accounting Resource Sysytem (BARS)

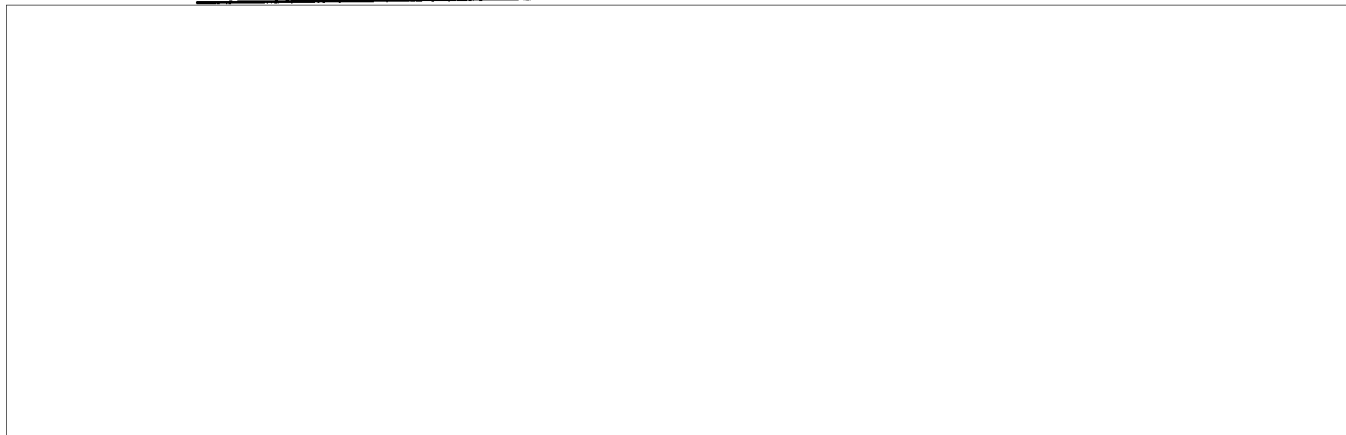
In April, 1985, Computer Sciences Corporation was selected as the contractor to assist in the development of the system. During May and June, contractor personnel received an in-depth orientation of the current financial and logistics systems - FRS, BRS, GAS, Payroll, ICS, and CONIF. The BARS team completed a high level requirements document and conducted an extensive evaluation of mainframe accounting software packages. The Cullinet general ledger software package was selected as being the most viable for Agency use. The BARS project was organized into four (4) segments made up of the Office Budget Formulation (OBF), the Agency Budget Formulation (ABF), the Accounting and Budget Execution (ABE), and the Agency Travel System (ATS). These divisions were effected to facilitate management of resource distribution between concurrent taskings. Through utilization of an IBM/PC and software packages (Goldengate and PC Focus), a first version of an automated tool for assisting in budget formulations was developed. This involved the prototyping of the system on a microprocessor and the provision of demonstrations to the user population for the purpose of refining requirements. Version 1.0 of the ATS was developed and turned over to the Central Travel Service on 1 October 1985 for testing in the operational mode.

c. Treasury Initiatives

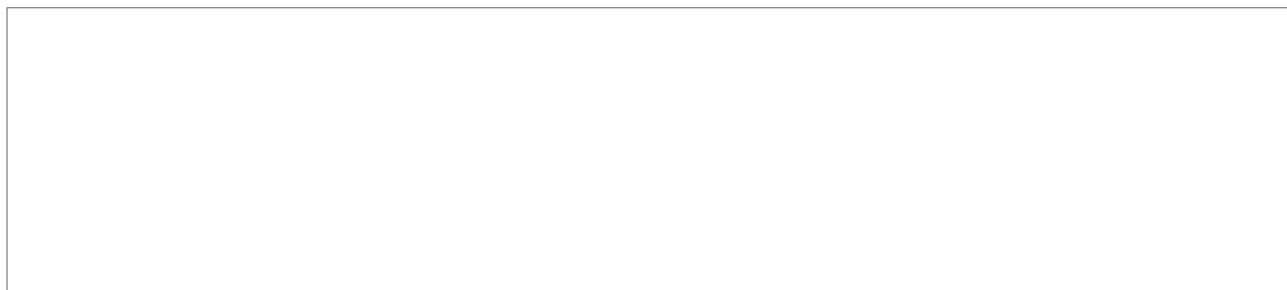
Early in FY 1985, a major effort was initiated to revamp existing Agency procedures for dealing with the Department of Treasury. The Offices of Finance, Communications, and Information Technology, the Department of Treasury, and the Federal Reserve Bank of Richmond (FRBR) cooperated in the creation of a direct communications link between the Agency and FRBR. This action also included upgrading of the existing communications link between Treasury and FRBR as well as adding cryptographic equipment (KG-84) which will protect all financial communications with the parties involved. This link provides the Agency with the capability to send salary and other payment data directly to FRBR.

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and eliminates the need to transport magnetic tapes between Headquarters and Treasury for processing in a downtown Washington, D.C. location. Greatly enhanced security and efficiency have resulted from this initiative which went operational in mid-November 1985.

d. Other Automation Effortse. Automated Strip Payment System (ASPS)

During FY 1985, the data base required to process Army Interfund billings was developed and implemented. Interfund bills are the most voluminous that the Agency receives from other Government agencies. Processing of these billings on ASPS takes less than half the time required by manual means, provides for automated receiving verification, and eliminates the preparation of vouchers containing hundreds of line items. Additionally, work was begun on a Work Order Financial Resources System (WOFRS) to process General Services Administration (GSA) billings which that agency will provide on magnetic tape in FY 1986. This is yet another high volume activity which can be automated with significant beneficial results.

2. CONTINUING EFFORTS TOWARDS SATISFYING IG RECOMMENDATIONSa. Automation (See Paragraph 1 above)b. Recruiting

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c. Training

A two day training course was developed and implemented during FY 1985. The course consists of lectures, guest speakers, and case studies. All potential certifying officers will be required to take the course prior to receiving certifying authority.

3. SUPPORT FROM OTHER GOVERNMENT AGENCIES

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4. CASH SAVINGS TO THE AGENCYa. Invoice Paymentsb. Travel

The savings available from the use of Government Transportation Requests (GTRs) for procurement of travel for domestic travel continues to be promoted within the Agency. Calculation of the actual savings from use of GTRs has been discontinued because of the multiple fare structures and classes of service which are not published in the Airline Guides. Such calculations were made, however, through 30 June 1985 at which time it was projected that total savings would approximate \$8.25 million, up some 19.4 percent from the FY 1984 total of \$6.9 million.

5. OTHER ITEMSa. Payroll

Due to the large increase in pay cases and the continuing lack of personnel throughout FY 1985, the manual posting and balancing of the individual employee retirement records (Form 2806) was accomplished after regular duty hours. This task consumed over 600 hours of overtime. All Federal agencies are required to notify the Office of Personnel Management that the postings have been completed and reconciled. Reacting to the Maryland savings and loan crisis, OF advised employees with accounts in affected financial institutions that instructions for deposit of pay could be cancelled and replaced with new instructions. FY 1985 saw the development and implementation of a personal computer application for calculation of payments to be made under the Fair Labor Standards Act (FLSA). Done manually, the computation requires approximately fifteen (15) minutes per case while use of the computer cuts this time in half for the some thirty (30) to fifty (50) cases that arise each pay period. During FY 1985, the use of electronic funds transfer (EFT) for making salary and annuity payments was increased by approximately nine thousand (9000) pay and annuity cases.

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